



Solicitation Information

March 15, 2013

Addendum #1

RFP #7461282

TITLE: Presorting / Bar-coding Mail Services

Submission Deadline: March 28, 2013 at 11:00 AM (ET)

ATTACHED ARE VENDOR QUESTIONS WITH STATE RESPONSES.

NO FURTHER QUESTIONS WILL BE ANSWERED.

**Gail Walsh
Chief Buyer**

State of Rhode Island

RFP # 7461282: Presorting/Bar-coding Mail Services – State of RI

Vendor Questions

03/15/2013

#	Section / Page	Question	State of Rhode Island Response
1	Attachment A	Regarding Attachment A, form is dated January 11, 2011 and column D reflects postage affixed at old postage rates. Can we assume postage affixed will be at the new rates that were effective January 27, 2013?	Yes - confirmation of the affixed rates will be finalized with the awarded vendor.
2		Appears that RFP is for Letters and Post Cards only. Can you confirm you do not want any information for <u>First Class</u> Flats?	Confirmed
3	Page 5	RFP Daily Pickup Agreement #2, how much advanced notification is provided prior to additional pickups needed at additional locations determined by the State? Are the pickups limited to Rhode Island?	a. 2 hours b. YES
4		Will all first - class, standard - class and non - profit mail be segregated and clearly marked (by affixed postage type) upon pickup?	Mail other than first class will be plac-carded.
5	Page 7	#8 what is the states required retention time for the documentation?	6 months + current
6	Page 8	#17 in order to comply 100% with the states requirements, will multiple forms of contact for the EMO & EOC managers be provided for after hours along with e-mail and or fax communication access for both of them?	YES
7	Page 8	#19 is the 3pm deadline communicated in this section for returning of non mailable's concrete or will the deadline of the last pickup of the day suffice?	YES

8	Page 8	#20 will the state accept scanned images of the reports via e-mail for this process?	YES
9	Page 8	#24 with regards to all employee's being bonded. Does the state have further clarification of exactly what the bonding requirements should pertain to and an associated limit, I.E. employee maliciousness and or theft up to \$5,000? Also, does the state want to be listed as loss payee on certificate?	<p>Dishonesty Bond - \$50,000.00 per employee, or</p> <p>Crime Insurance - \$50,000.00 per employee up to \$500,000.00</p> <p>Loss Payee – Yes (as their interests may appear ATIMA)</p>
10	Page 9	#29 the spraying of words/characters on state mail, please clarify this statement further as it is necessary to spray the IMB and associated postal required machine identifiers and any and all move comply hits, in the process onto state mail? What are you asking not to be sprayed on the mail?	<p>Anything other than a barcode or forwarding address.</p> <p>See #17, Page 8</p>
11	Page 10	Cost proposal section, please describe how the state would like to address any and all postal regulation and postal pricing changes that would effect the processing and cost of mailing during the duration of this contract?	Pricing is based on Class & Entry Discount as the pricing changes so will the affixed amount for the Entry Discount. (SCF at the 5d, 3D, AADC & Mixed)
12		Please outline any penalties, if levied, to your present service provider and what the reasons for the incident.	See #30, Page 10
13		By way of your specification, all mail is to be processed by date of meter and delivered to the Providence BMEU for delivery standard of one day throughout RI, is this correct?	YES
14		Specifications outline monthly billing, please outline payment terms. Are terms billed monthly, due in 30 days of receipt?	Net 30 Days
15		Please indicate daily pickup volumes for each of the two daily pickups; morning and by 3pm?	Volumes fluctuate
16		Please indicate daily contacts and the lead	a. This will be provided to the

		project manager for this contract? Will these persons be available by cell after normal business hours?	awarded vendor. b. Yes
17		As defined by specification, all non-automation pieces not adhering to USPS automation guidelines will be returned to the state EMO, is this correct?	NO, See 13 page 7
19		<p>In February, 2014, the USPS will be changing existing Critical Entry Times (CET's) to 8am for traditional expectations of "Next-Day" delivery within a given service area. This means that mail dated by the state on 2/1/2014, would need to be entered at the Providence (or qualifying) PD&C by 8am on 2/1/2014, (noon for certain mailers) in order to expect delivery on 2/2/2014 for applicable, next-day service areas. Any mail entered after the new CET's on 2/1, would be subject to delivery on 2/3/2014.</p> <p>In light of these initiatives, we believe it's in the best interest of the state to reconsider their requirements for the contract term described in the RFP and allow additional providers to compete. This will not only open the door to a greater potential save for the state, but also allow you to take advantage of additional value propositions that other providers cannot deliver.</p>	<p>Via this RFP, it is the State's intent that first-class letter size and postcards, metered, stamped and permit (to include hand written) mail received by the vendor as part of the daily pickup agreement specified in the RFP must be barcode sorted AND accepted by critical entry time <u>(as defined by Providence BMEU, to be included via a letter from the USPS and attached to this bid)</u> to achieve next day delivery by the U.S. Postal Service.</p> <p>Elimination of Saturday Delivery and Critical Entry time changes will be addressed as the USPS implements these changes.</p>